

Part-Time Janitorial Services

Job Status

Closed - no longer accepting applications

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NOW HIRING PART-TIME EMPLOYMENT FOR JANITORIAL SERVICES FOR CITY HALL AND POLICE DEPARTMENT

The City of Sault Ste. Marie is accepting applications for **Janitorial Services for City Hall [225 East Portage Avenue] and the City Police Department [401 Hursley Street]**.

Applicants must be 18 years of age or older with reliable transportation and a valid driver's license. All applicants will be subject to criminal history and background check.

WAGE: \$15.00 per hour with an average of 10-20 hours per week [***schedule is flexible***]

RESPONSIBILITIES for CITY HALL

Provide complete janitorial services as shown below:

DAILY

Empty waste baskets in break rooms/conference rooms/ and restrooms and remove trash to area designated by management

Vacuum clean carpeting and sweep hard surface floors "as needed"

Dust furniture "as needed"

Wipe smudges from door glass

Spot clean all walls, light switches, doors, door knobs/handles, elevator buttons, and stair rails

Clean and sanitize drinking fountains

Clean kitchen countertops and exterior of refrigerator- 1st Floor Break Room

Clean the following work surfaces:

Counter tops in reception areas - 1st floor customer windows and Engineering, Assessor, Building Department Customer Counters.

Clean glass doors

Restrooms

Clean and disinfect all restroom fixtures completely:

Sinks, counter tops, toilets, urinals, mirrors

Sweep floor and wet mop and disinfect floors

Refill (from contractors stock) paper towels, toilet tissue and soap

Empty wastebaskets and remove trash to area designated by management

WEEKLY

Empty wastebaskets in office areas and remove trash to area designated by management

Dust furniture completely

Dust windowsills, ledges, base strips, doorknobs and doorjambs

Vacuum clean all carpeting and sweep all hard surface floors

Wash tabletops in public areas and meeting rooms.

Wash and disinfect restroom partitions and walls

Wash and buff hard surface floors

Remove and dispose of debris from outdoor ashtrays at City Hall

MONTHLY

Wash wastebaskets as needed

Vacuum all fabric office furniture, including chairs and couches

Vacuum clean carpeting in west attic stairway

Sweep, wet mop floor in attic corridor

Sweep, wet mop, and disinfect boiler room floor

QUARTERLY

Wash all interior windows and glass door, inside and out

Clean blinds on all windows

Wash and polish hard floor surfaces with floor polish where appropriate and buff

Strip, Seal, and Buff Terrazzo Floors on 1st, 2nd, and 3rd, floor corridors including southwest stairwell

Clean interior of 1st floor break room refrigerator

High dusting (all areas)

Clean boiler room and basement storage areas

WINTER MONTHS

When salt is put out in front of the entry door, carpet must be swept daily and vacuumed to remove the salt from carpet – also in foyers.

RESPONSIBILITIES for POLICE DEPARTMENT

Provide complete janitorial services as shown below:

WEEKLY

Restrooms/Locker rooms:

Clean and disinfect all restroom fixtures completely:

Sinks, shower stalls, countertops, toilets, urinals, mirrors, etc.

Vacuum all carpeting and sweep all smooth surface floors, wet mop and disinfect floors.

Disinfect doors, door handles/knobs, light switches.

Refill stock paper towels, toilet tissue and soap.

Empty wastebaskets and remove trash to area designated by management.

Clean all doors and counter window glass.

Clean and sanitize drinking fountain in lobby.

Dust furniture completely.

Dust windowsills, ledges, electric baseboards, and door jambs.

Spot clean walls.

Wash tabletops in public areas and meeting rooms.

Clean kitchen countertop, sink, and exterior of refrigerator.

Remove and dispose of debris from outdoor ashtray and trash receptacle.

Advise staff when cleaning and paper supplies are low.

MONTHLY

Wash wastebaskets as needed.

Vacuum all fabric office furniture, including chairs.

QUARTERLY

Wash all interior windows and glass door, inside and out.

Clean blinds on all windows

High dusting (all areas)

APPLICATION PROCESS

Please submit the completed employment application to:

Email: rtroyer [at] saultcity.com

Mail: City of Sault Ste. Marie - Robin R. Troyer, Deputy City Manager, 225 East Portage Avenue,
Sault Ste. Marie, MI 49783

☎ Questions can be directed to Robin Troyer at [rtroyer \[at\] saultcity.com](mailto:rtroyer@saaultcity.com) or 906-632-5717

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